

APPROVED 10/23/03

State of Texas
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency

Storage

Total

8.

Sec

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Arch

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402 - BUREAU OF CHILDREN'S HEALTH

102	MEDICAL RECORDS	AC+1	29	AC+30	C		M	X	CLINICAL PHOTOGRAPHS/SLIDES ARE STORED SEPARATELY BUT ARE PART OF MEDICAL RECORDS
104	MEDICAL RECORDS	AC		AC	C		P	X	MICROFILM AFTER CLOSURE. SHRED PAPER AFTER FILMING.
181	MEDICAL RECORDS	AC+1	29	AC+30	C		O	X	PHOTOGRAPHS/SLIDES- 99-501-260
377	HEMOGLOBINOPATHY FILES	6	15	21	C		O		PAPER, ELECTRONIC. (22 TAC 165)
709	EXPIRED HEMOGLOBINOPATHY FILES (DECEASED CHILDREN'S FILES)	2	5	7	C		O		PAPER, ELECTRONIC. 22 TAC 165
727	PATIENT TREATMENT RECORDS	PM		PM	C		E		
729	FLUORIDATION DATABASE	PM		PM	O		E		
932	FLUORIDATION PROGRAM APPLICATION FILES	AV		AV	O		P	X	
1459	DIAGNOSED HYPOTHYROID FILES	2	19	21	C		O	X	NO LONGER MICROFILMING. PAPER, ELECTRONIC, DUPLICATE INFORMATION CONTAINED IN LABORATORY DATABASES. 98-501-237
1865	CASE MANAGEMENT FILES	AC		AC	C		P		AC=7 YEARS PAST THE LAST DATE OF SERVICE OR UNTIL THE PATIENT IS 21 YEARS OF AGE, WHICH EVER IS LONGER.
1881	CIDC FILES	AV+US		AV+US	O		P		
1884	DATA MANAGEMENT PROCESS WORK GROUP PROJECT FILES	AV		AV	O		P		
1891	LAB PROJECT FILES	AV		AV	O		P		
1898	TX TOTS PROJECT FILES	AV		AV	O		P		
2246	AUTHORIZATION REQUESTS	FE+1	1	FE+2	C		P		
2386	PATIENT DENTAL TREATMENT RECORDS	7	14	21	C		P		99-501-265

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US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

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402 - BUREAU OF CHILDREN'S HEALTH											
4116		CYTOGENETICS MEDICAL RECORDS	AC	23	AC+23	C		O	X		PAPER, PHOTOGRAPHS; AC=DECEMBER 31 OF YEAR TESTS COMPLETED 02-501-333
5440		HYPOTHYROID LOGS	7	14	21	C		O			RETAINED 7 YRS AS PAPER, MICROFILM ED AND RETAINED FOR 14 YRS AT SRC AS FILM - 91-501-094; MICROFILMING DISCONTINUED IN 2000,
5441		ENDOCRINE FILES	1	20	21	C		O			RETAINED 1 YR IN AGENCY, MICROFILM AND STORED 20 YRS AT SRC 91-501-095
5442		DIAGNOSED PKU FILES 1965 - 1989	2	19	21	C		O			RETAINED IN AGENCY 2 YRS, MICROFILMED AND MASTER FILM RETAINED IN SRC 92-501-114
5443		DIAGNOSED HYPOTHYROID FILES1980 -1989	2	19	21	C		M	X		92-501-115 (MICROFILM). PAPER RECORDS ARE NO LONGER BEING MICROFILMED. SEE AGENCY ITEM NO. 1459. DUPLICATE INFORMATION CONTAINED IN LABORATORY DATABASES.
5444		METABOLIC FILES	2	19	21	C		O			RETAINED 2YRS IN AGENCY, MICROFILM AND MASTER FILM RETAINED FOR 19 YRS IN SRC - 92 501 116/FILMING IS BEING DISCONTINUED AS OF 9/1/96; WILL BE RETAINED IN PAPER 97-501-211
5446		PROGRAM FOR AMPLIFICATION FOR THE CHILDREN OF TEXAS (PACT) CASE FILES	21 (copy)	21 (M)	21	C		M			DUPLICATE RETAINED IN AGENCY MASTER RETAINED AT THE SRC 93-501-141
5447		ENDOCRINE FILES	1	20	21	C		P			AGENCY IS NOT MICROFILMING CURRENT ENDOCRINE FILES 93-501-146
5448		GALACTOSEMIA SCREENING FILES	2	19	21	C		O			RETAINED IN AGENCY 2 YRS, MICROFILM MASTER FILM RETAINED SRC FOR 19 YRS 93-501-149
5551		PATIENT TREATMENT DATA	FE+1		FE+1	C		P	X		
1.1	631	VISION & HEARING WORKSHOP EVALUATIONS	FE	2	FE+2	O		P			TO STORE IN WAREHOUSE FOR 2 YRS.
1.1	634	VISION & HEARING GREEN & YELLOW CARDS	FE+5		FE+5	O		P			KEEP 5 YEARS-CERTIFICATION PERIOD
1.1	642	VISION & HEARING SIGN-IN WORKSHOP SHEETS	FE+5		FE+5	O		P			KEEP 5 YEARS-TIME OF CERTIFICATION
1.1	645	PACT APPLICATIONS	FE+5		FE+5	O		P			KEEP 5 YEARS THEN MICROFILM

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1.1	703	PACT APPLICATIONS	AC+3		AC+3	O	M		AC=AFTER CLIENT BECOMES INELIGIBLE
1.1	1007	CIDC CASE RECORD FILES (SCANNED)	1 WEEK	7	7	C	P		97-501-224
1.1	1889	DENTAL RECRUITMENT AND RETENTION WORK GROUP PROJECT FILES	AV		AV	O	P		
1.1	1894	MEDICAL ID CARD PROJECT FILES	AC+5		AC+5	O	P		
1.1	2260	CIDC FINANCIAL & MEDICAL APPEALS LOG	AC+2		AC+2	O	P		
1.1	2321	CIDC WORKSHOPS	AV+1		AV+1	O	P		
1.1	2326	PROGRAM PROVIDER FILES	AC	3	AC+3	O	P		94-501-154
1.1	2382	CIDC CASE RECORD FILES	AC		AC	C	P		PAPER RECORDS ARE DESTROYED AFTER SCANNING BEGINNING IN FY 1999 AND THEREAFTER.
1.1	2385	CIDC CASE RECORD FILES	7		7	C	E		BEGINNING IN FY 1999 AND THEREAFTER, PAPER RECORDS WILL BE DESTROYED AFTER BEING IMAGED.
1.1	3357	(CASE MGMT PWI) AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA)	AC+6		AC+6	C	P		AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j)(1)-(2)
1.1	4634	(CASE MGMT PWI) RECORD OF HIPAA-AFFECTED DISCLOSURES	AC+6		AC+6	C	P		45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE
1.1	4658	(CASE MGMT PWI) OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS)	6		6	C	P		45 CFR 164.530 (j)(1)-(2)
1.1	4819	(CASE MGMT PWI) ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE (HIPAA)	AC		AC	C	P		RETAINED BY DIRECT CARE PROVIDERS AS PART OF THE MEDICAL RECORD. AC=7 YRS AFTER LAST DATE OF SERVICE, OR UNTIL PATIENT'S 21ST BIRTHDAY, WHICHEVER COMES LATER
1.1	4827	(CASE MGMT PWI) ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED	AC+6		AC+6	O	P		45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION

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1.1	4852	(CASE MGMT PWI) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED	AC+1		AC+1	C		P			AC=DATE RECORD AMENDED OR REQUEST FILLED.
1.1	4854	(CASE MGMT PWI) AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS-HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED	AC+6		AC+6	C		P			45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION
1.1	5029	DENIED CIDC APPLICATIONS	FE	5	FE+5	C		P	X		93-501-140
1.1	5553	DENTAL HEALTH EDUCATIONAL CURRICULUM DEVELOPMENT FILES	AV		AV	O		P	X		
1.1.	2279	AGENT ORANGE PROGRAM FILE	AV	5	AV+5	C	A	P			
1.1.	2292	CIDC CASE RECORD FILES	AC+2	5	AC+7	C		P			90-501-006
1.1.	2327	SSI CHILDREN REFERRAL FILES (SUPPLEMENTAL SECURITY INCOME)	AC+1		AC+1	C		C			AC=SSI NOTIFICATION DATE
1.1.002	2264	AUDITS	AC+1	2	AC+3	O		P			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.006	4650	(CASE MGMT PWI) COMPLAINTS RELATED TO PRIVACY (HIPAA)	AC+6		AC+6	O		P			45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT
1.1.006	5174	COMPLAINT FILE - COMPLAINTS MADE BY EMPLOYEES OR OTHER PEOPLE CONCERNING M&CH (INCLUDES LAY MID WIFE	AC+2		AC+2	O		P			AC=FINAL DISPOSITION OF THE COMPLAINT
1.1.006	5275	COMPLAINT FILE	AC+2		AC+2	O		P			AC=FINAL DISPOSITION OF COMPLAINTS
1.1.007	5175	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X		
1.1.008	5033	CORRESPONDENCE, GENERAL	1		1	O		O			PAPER, ELECTRONIC
1.1.010	2298	DIRECTIVES	US+1		US+1	O		P			

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1.1.013	5035	ITINERARY INFORMATION	CE+1		CE+1	O		P			
1.1.020	5186	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P			AC=DATE REQUEST IS FULFILLED
1.1.021	5187	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		P			AC=DATE OF DENIAL OF REQUEST
1.1.023	5188	ORGANIZATION CHARTS	US		US	O	A	P			
1.1.024	5189	PLANNING RECORDS	AC+3		AC+3	O	R	P			
1.1.025	1892	RULES AND REGULATIONS (INCLUDES MCAC)	US+3		US+3	O	R	P	X		
1.1.025	5190	POLICIES & PROCEDURES - INTERNAL PUBLICATIONS WHICH OUTLINE THE ORGANIZATION'S POLICIES & PROCEDURES	US+3		US+3	O	R	P	X		
1.1.027	5191	PROPOSED LEGISLATION - DRAFTS OR PROPOSED LEGISLATIVE BILLS & RELATED CORRESPONDENCE	AV		AV	O		P			
1.1.038	671	SITE VISIT REPORTS	AV		AV	O	R	P			
1.1.038	2307	REPORTS, CARDIOVASCULAR CENTER SITE VISITS	AV		AV	O	R	P			
1.1.040	2311	SPEECHES	2		2	O	R	P			
1.1.040	5197	REPORTS & PAPERS - CONFERENCES	2		2	O	R	P			
1.1.043	2355	TRAINING LESSONS-PC	US+1		US+1	O		P			
1.1.043	5200	TRAINING MATERIALS	US+1		US+1	O		P			
1.1.048	1890	DENTAL STUDIES LITIGATION FILES	AC+1		AC+1	O	R	P			AC=STATUTE OF LIMITATIONS MET
1.1.057	710	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.058	2259	MEETING MINUTES-(CIDC ADVISORY COMM, TASK FORCES)	PM		PM	O	A	P			

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1.1.058	5182	MEETING AGENDA - STATE BOARD, COMMITTEES, & COMMISSIONS	PM		PM	O	A	P			
1.1.063	2340	MEETING MINUTES/NOTES	1		1	O		P			
1.1.065	2285	CIDC FAMILIES RATIO TO POVERTY	AV		AV	O		P			REQUIRED REPORT IN APPROPRIATIONS REQUEST
1.1.067	2252	MEDICAL CONDITIONS TASK FORCE RECOMMENDATIONS	3		3	O	R	P			
1.1.067	2265	REPORTS, ADMINISTRATIVE (INCLUDES COMPLIANCE UTILIZATION STUDIES)	3		3	O	R	P			
1.1.067	5193	REPORTS - ADMINISTRATIVE	3		3	O	R	P			
1.1.067	5195	REPORTS - CONSULTANTS & COMMITTEES	3		3	O	R	P			
1.1.069	667	LOAN AUDIOMETER SCREENING REPORTS	1		1	O		P			
1.1.069	2250	PRODUCTIVITY REPORTS & EMPLOYEE WORKLOAD MEASURES	1		1	O		P			
1.2.005	155	RECORDS RETENTION SCHEDULE	US		US	O		P			
1.2.006	157	RECORDS TRANSMITTAL FORMS	AC+2		AC+2	O		P			AC=DATE OF AUTHORIZATION FOR DESTRUCTION OR TRANSFER
1.2.011	176	RECORD CENTER STORAGE APPROVAL FORMS	US		US	O		P			
1.3.001	2779	PUBLICATIONS	AC+5		AC+5	O		P			FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
1.3.002	5192	PUBLICATION FILES	US		US	O	R	P			
2.1	3795	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		P			

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2.1.009	2331	CIDC ON-LINE MAINFRAME SYSTEM DOCUMENTATION	AC		AC	O		P	X		
2.2.012	2247	AUTHORIZATION TRANSACTION REPORTS	AV		AV	C		O	X	BEGINNING IN FY 1999 AND THEREAFTER THE PAPER RECORDS WILL BE DESTROYED AFTER THEY ARE IMAGED. COMPUTER PRINT-OUTS, PAPER, ELECTRONIC	
3.1.001	5203	APPLICATIONS - NOT HIRED	2		2	O		P		CONTAINS SOME CONFIDENTIAL INFORMATION	
3.1.014	2310	EMPLOYMENT SELECTIONS - INCLUDING INTERVIEW NOTES, DOCUMENTATION OF SELECTION PROCESS	1	1	2	O		P	X	90-501-057 MAY CONTAIN SOME CONFIDENTIAL INFORMATION	
3.1.018	672	GRIEVANCE RECORDS	AC+2		AC+2	O		P	X	MAY CONTAIN SOME CONFIDENTIAL INFORMATION /AC=FINAL DECISION ON GRIEVANCE	
3.1.019	675	PERFORMANCE APPRAISALS/JOURNALS	2		2	O		P		29CFR 1620.32 (c) MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA	
3.1.020	676	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P		MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION	
3.1.021	679	PERSONNEL DISCIPLINARY ACTION DOCUMENTATION	AC+5		AC+5	O		P	X	MAY CONTAIN CONFIDENTIAL INFORMATION AC=TERMINATION OF EMPLOYMENT	
3.1.022	680	PERSONNEL ACTIONS	2		2	O		P		MAY CONTAIN CONFIDENTIAL INFORMATION/CONVENIENCE COPY	
3.1.023	5209	POSITION/JOB DESCRIPTIONS	US+4		US+4	O		O	X	PAPER & ELECTRONIC 40TAC301.6(i)	
3.3	1901	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O		PAPER, ELECTRONIC/AC=COMPLETION OF CLASS	
3.3.023	683	EDUCATION ASSISTANCE, REQUESTS FOR	FE+3		FE+3	O		P			
3.3.023	5555	TRAVEL AUTHORIZATION REQUESTS	FE+3		FE+3	O		P			
3.3.026	682	EMPLOYEE LISTINGS	US+3		US+3	O		O		PAPER & ELECTRONIC	

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4. Records Series Item #	5. Agency Item #	6. Records Series Title	7. RETENTION PERIOD			8. Sec	9. Arch	10. Med	11. Vital	12. Remarks
			Agency	Storage	Total					
402 - BUREAU OF CHILDREN'S HEALTH										
3.4.002	684	LEAVE ACTIVITY STATUS REPORTS	FE+3		FE+3	O		P	X	
3.4.004	5020	OVERTIME AUTHORIZATION	2		2	O		P		
3.4.006	5211	TIME CARDS & TIME SHEETS	4		4	O		O		PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	3187	TIME OFF AND/OR SICK LEAVE REQUESTS	FE+1	2	FE+3*	O		O		PAPER, ELECTRONIC; 91-501-082
4.1.001	2267	CLAIMS PAYDATES	FE	3	FE+3*	C		P		91-501-076
4.1.001	2278	SANTA ROSA EPILEPSY PAYMENT RECORDS	FE+1	2	FE+3*	C		P		91-501-081
4.1.001	5558	ACCOUNTS PAYABLE INFORMATION - FEE FOR SERVICE DENTAL CARE TREATMENT INVOICES	FE+3		FE+3	C		P		
4.1.004	1895	ENCUMBRANCE DETAIL	FE+3		FE+3	O		P		
4.5	1864	BUDGET FILES	FE+3		FE+3	O		P		
4.5.002	1883	CCP FILES	FE+3		FE+3	O		P		
4.5.005	1885	DENTAL BILLING REPORTS	FE+3		FE+3	O		P		
4.7.008	3600	ABSTINENCE PROPOSALS	AC+1	2	AC+3	O		P	X	99-501-244
5.1.001	5207	ADVANCED NURSE PRACTITIONER TRAINING RECORDS/AGREEMENTS	AC+4		AC+4	O		O	X	PAPER, ELECTRONIC
5.1.003	925	RETURNED MAIL RECEIPTS	2		2	O		P		
5.1.004	5173	ADDRESS & TELEPHONE LISTINGS	US		US	O		P		
5.1.004	5218	MAILING LISTS	US		US	O		P		
5.1.007	5219	REQUISITION FOR IN-AGENCY COPY/PRINTING SERVICE	AV		AV	O		P		
5.1.015	691	CORRESPONDENCE TRACKING RECORDS	1		1	O		P		
5.2.005	5220	AUDIOMETER QUALITY CONTROL CHECKS	10		10	O		P		

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

APPROVED 10/23/03

State of Texas
Records Retention Schedule

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11/19/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8.
Sec

9.
Arch

10.
Med

11.
Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

402 - BUREAU OF CHILDREN'S HEALTH											
5.2.008	5221	AUDIOMETER LOAN/MAINTENANCE FILES	LA+3		LA+3	O		P			
5.2.014	692	INVENTORY - ANNUAL PHYSICAL	FE+3		FE+3	O		P			
5.2.014	5202	HEARING AID INVENTORY	FE+3		FE+3*	O		P			
5.2.016	693	PROPERTY TRANSFER FORMS	AC		AC	O		P		AC=TRANSFER OF INFORMATION TO ANNUAL LISTING	
5.2.017	694	LOST AND STOLEN PROPERTY REPORTS	FE+3		FE+3	O		P			
5.2.019	695	SERVICE ORDERS	1		1	O		P			
5.3	1357	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P			
5.4	1543	COPY OF MOVING AND NON-MOVING TRAFFIC VIOLATIONS (KEPT WITH PERFORMANCE APPRAISALS)	2		2	O		P		FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.	
5.4	3221	REVIEW OF APPROPRIATE LICENSURE FOR OPERATION OF MOTOR VEHICLE (KEPT WITH PERFORMANCE APPRAISALS)	2		2	O		P		FOR STAFF WHO DRIVE 50% OR MORE ON AGENCY BUSINESS.	
5.4.007	698	HAZARDOUS MATERIALS TRAINING RECORDS	5		5	O		P		TEXAS HEALTH & SAFETY CODE 502.009(g)	
5.4.010	699	MATERIAL SAFETY DATA SHEETS	AC		AC	O		P		AC=AFTER SHEETS ARE UPDATED OR HAZARDOUS CHEMICAL NO LONGER STORED BY AGENCY	
5.5.002	5036	LONG DISTANCE TELEPHONE LOG	AV		AV	O		P			
5.5.003	5037	STATION ACTIVITY REPORTS	AV		AV	O		P			
5.6.005	700	VEHICLE MILEAGE REPORTS	FE+3		FE+3	O		P			

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